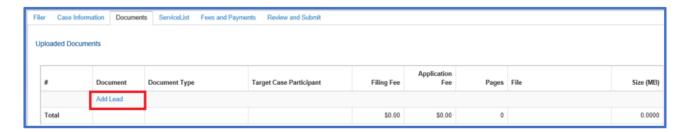
How to Submit Proposed Documents in Counties Other than Maricopa and Pima

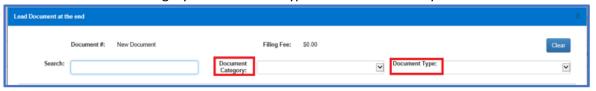
Submitting a Proposed Order or Proposed Judgment as a connected (supporting) document

Allowed formats: docx, odt

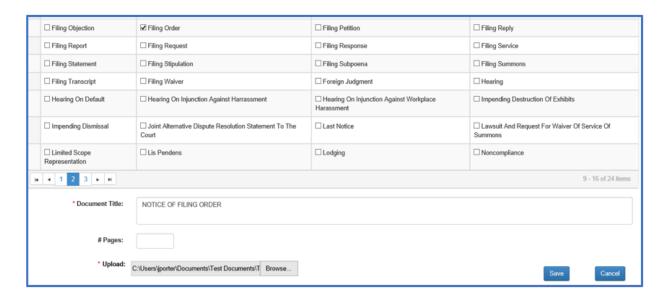
1. On the 'Documents', click the 'Add Lead' link



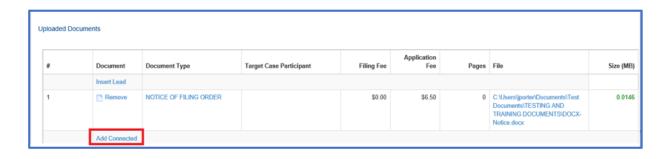
- 2. Add your main / lead document. If no other main documents are needed, a proposed document can be submitted as an attachment to one of the following main / lead documents:
 - Notice of Filing: Proposed Order
 - Notice of Filing: Proposed Judgment
 - Notice of Filing: Proposed Notice of Hearing
 - a. Select the Document Category and Document Type that best describes your lead document



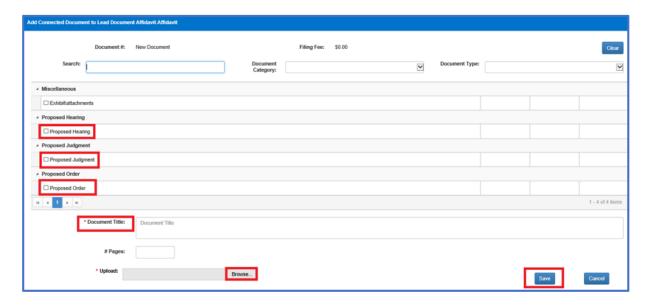
b. Attach your lead document



- 3. Add your proposed document as a Connected document
 - a. Click the 'Add Connected' link under the lead document



- b. Select the appropriate document type from the following:
 - Proposed Hearing
 - Proposed Judgment
 - Proposed Order



- A. Enter the document title without special characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button. The Add Connected Document window will automatically close.

c. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.



Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

